

NEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION
BUREAU OF SPECIAL EDUCATION
101 PLEASANT STREET
CONCORD, NEW HAMPSHIRE 03301

October 25, 2016

**New Hampshire Special Education
Family and School Partnership Initiative**

**REQUEST FOR PROPOSALS
RFP #SPED-2016-10**

Deadline for Receipt of Proposals: 4:00pm, Monday, November 28, 2016

An original and four (4) identical copies of a formal proposal shall be submitted to:

Barbara Dauphinais, Program Specialist
Bureau of Special Education
101 Pleasant Street
Concord, New Hampshire 03301-3860
Barbara.Raymond@doe.nh.gov

The deadline for receipt of Inquiries is 4:00pm, Friday, November 4, 2016. Inquiries must begin with the heading **"New Hampshire Special Education Family and School Partnership Initiative."** The New Hampshire Department of Education (hereafter called the Department) will address written inquiries received by the deadline and, if they are determined to be vital to the competitive bidding process, a written response will be sent no later than five (5) working days after the deadline. In addition, any modifications to the specifications contained in this RFP shall be made only in writing by the NHDOE immediately following the deadline for receipt of inquiries and no other changes will be entertained after that date. Verbal agreement or instructions from any source are not authorized or binding on the State of New Hampshire (State).

All advisory committees are encouraged to distribute this Request for Proposals (RFP) to any/all qualified individuals/organizations.

Grant Award: The Department of Education (NHDOE) expects to award a three (3) year contract, effective July 1, 2017 or upon Governor & Council approval, whichever is later, to the successful applicant. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall not exceed \$350,000.00 annually or \$1,050,000.00 total for the three (3) year contract period.

Purpose and Priorities

The purpose of this RFP is to seek proposals and bids from individuals, agencies, or organizations interested in expanding the existing New Hampshire Connections School and Family Partnership Initiative to provide the opportunity to involve/engage parents and families of children and youth with disabilities in their child's education and in their schools and communities with a specific focus on the special education process.

The New Hampshire Department of Education, Bureau of Special Education believes that the engagement of parents and youth within not only the special education process, but also the broader school community is key to academic and developmental success. Therefore, this RFP seeks to promote meaningful school, family, and community partnerships. A successful proposal will include the participation of school/district personnel, parents, students, and community members based on evidence based and culturally responsive practices including a set of principles to guide families and schools in developing effective family and school partnerships in special education.

The project's objectives must align with Department of Education initiatives and the Bureau of Special Education priorities, including the Indicators on the Statewide Performance Plan (SPP) with a specific focus on Indicator 8, Parent Involvement, and the Office of Student Wellness principles for family and youth engagement and empowerment.

Contract Period: It is anticipated that services will be provided by qualified individuals or organizations under contract service arrangement beginning July 1, 2017 through June 30, 2020. The Department anticipates that approximately \$350,000.00 will be available annually for distribution to the grant recipient for this project.

1.0 SERVICES TO BE PROVIDED

1.1 The successful applicant will expand on the existing NH Connections School and Family Partnership initiative. The proposal will describe:

- An approach for improving school and family partnerships;
- A set of guiding principles to inform the development of such partnerships and their expected outcomes;
- A set of evidence-based strategies that will be used to assist families, schools, districts, and communities in developing and sustaining such partnerships

Please refer to the Moving Forward: Building Effective Family School Partnerships Project [http://www.hfrp.org/publications-resources/browse-our-publications/family-school-partnerships? Print=1 &print=1 &print=1](http://www.hfrp.org/publications-resources/browse-our-publications/family-school-partnerships?Print=1&print=1&print=1)

1.2 The successful proposal will outline a plan for School and Family Partnership that:

- Utilizes input from a diverse group of project partners including, but not limited to, parents, students, school staff, district staff, and staff at the Department of Education;
- Addresses both the policies and practices that guide family, student, and school partnerships;
- Builds the capacity of schools and districts to strengthen family, student, and school partnerships through the implementation of evidence-based and culturally responsive practices;
- Provides technical assistance and support to all project partners;
- Supports leadership development for all project partners;
- Relies on the use of data to inform planning and improvement activities;
- Incorporates a performance management system that promotes involvement of parents in the special education process as a means of improving services and results for children with disabilities;
- Aligns with other family serving organizations across the State of New Hampshire and current Department of Education initiatives and the Bureau of Special Education priorities, including the Indicators on the Statewide Performance Plan (SPP) with a specific focus on Indicator 8, Parent Involvement, and the Office of Student Wellness principles for family and youth engagement and empowerment. These efforts include participation in Bureau meetings periodically to share information as required and attend other assigned meetings that support the Bureau of Special Education initiatives;

- Includes a plan for systematic evaluation of the effectiveness of each primary component of the plan, including, but not limited to, specific district- and school-based strategies designed to promote meaningful parent and youth involvement. This plan should include specific timelines, measures, and proposed approaches to data analysis. The plan will describe the method used to collect and analyze data specific to goals, objectives, activities and outcomes as part of an on-going measure of the effectiveness of this initiative. The method should include a description of how the results of the evaluation will inform decisions regarding possible revisions to the overall model or any of its components, e.g., training, staffing, materials, implementation, etc. The evaluation plan should take into account existing data from the Indicator 8 survey, data to be collected in forthcoming survey administrations, and other sources of data that can provide convergent evidence of the efficacy of the project in developing, supporting, and evaluating improvement strategies that focus on building school-family partnerships that foster student success;
- Identify an approach to strategic communication with all project partners;
- Include a plan for sustaining family, student, and school partnerships beyond the scope of this RFP.

1.3 The successful applicant will provide a timeline for each year of the project that includes when goals and objectives will be accomplished, and when all activities will begin and end based on the Family School Partnership Framework. This timeline must include the activities that will be implemented; the resources that will be used to implement them, and the expected outcome(s) of each activity. All documents used in technical assistance activities must be submitted to the Bureau Administrator prior to dissemination. All documents created shall be the property of the Bureau of Special Education.

2.0 REPORTING

The successful bidder shall provide the Bureau of Special Education with the following reports:

- 2.1 **Monthly Reporting:** Submittal of monthly invoices using the NHDOE, Bureau of Special Education invoice by the 10th of each month, supported by a report that reflects a summary of activities that have taken place in accordance with the terms of the contract.
- 2.2 **Annual Report:** Report detailing the accomplishments and challenges of the project, based on the evaluation of the project, within 30 days of the end of each project year. The first report will include strategies for improvement. The final report will include a comprehensive overview of the entire project.

3.0 CONFLICTS OF INTEREST

Upon receiving a contract, the contractor(s) will inform the Department of any conflicts of interest (appearance of, or actual) involving the contracting organization and/or individual staff members (including volunteer staff) prior to accepting the assignment or while engaged in the assignment.

4.0 GENERAL REQUIREMENTS

- 4.1 Ability to coordinate with the Department to promote activities that support the NHDOE Special Education State Performance Plan (SPP), with a high priority on:
 - 4.1.1 Indicator 8: Percent of parents with a child receiving special education service who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities.
 - 4.1.2 Promote the effort to analyze the impact of family engagement.

- 4.2 Working knowledge to create and implement an infrastructure that supports district and school wide leadership for family and student engagement.
 - 4.2.1 Provide opportunities to align with other family serving organizations to common goals for family, student, and school engagement.
- 4.3 Expertise in practicing multi-disciplinary collaboration.
- 4.4 Working knowledge to implement researched based and culturally responsive strategies, nationally supported efforts and other successful models to promote plans for developing partnerships between districts, parents and community.
- 4.5 Expertise to develop, plan, organize and provide technical assistance and training to schools/school districts, parents, students, and community groups that address needs identified through the Statewide Parent Involvement Survey results, State Performance Plan (SPP) results and other statewide and community level activities that will provide the project with information to identify and meet specific unmet needs.
- 4.6 Expertise or working knowledge to promote efforts to increase parent and student leadership and involvement within their schools/districts, their communities and statewide groups to set common goals to increased resources and outcomes for students with disabilities.
- 4.7 Expertise or working knowledge to promote partnerships between schools/districts, parents and family members, students, and State and community agencies that promote family engagement systems at work.
- 4.8 Expertise or working knowledge to develop and implement research based effective evaluation strategies that support effective family and student engagement systems.
- 4.9 Expertise and working knowledge that model strategic communication best practices.
- 4.10 Expertise and working knowledge that model effective professional development activities including face time and web-based opportunities.

5.0 TERMS & CONDITIONS

- 5.1 The State shall not be responsible for or pay any costs incurred by the bidder in the preparation of the proposal submitted in response to this RFP.
- 5.2 The NHDOE reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.
- 5.3 The NHDOE reserves the right to reject any and all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue a contract.
- 5.4 If the NHDOE chooses to award a contract in response to this RFP, the successful bidder shall be notified by letter. The NHDOE shall then develop a contract for Governor and Council approval. The contract shall incorporate, by reference, all provisions of this RFP and the successful bidder's proposal. In preparing a contract with the successful bidder, the NHDOE reserves the right to clarify any terms and conditions contained in the proposal.
- 5.5 Public announcements or news releases pertaining to the award of a contract shall not be made until approved by the Governor and Council.
- 5.6 The State shall not be responsible for any work performed by the successful bidder prior to the effective date of a contract approved by Governor and Council.
- 5.7 All obligations of the State, including the continuance of payments under an approved contract shall be contingent upon the availability and continued appropriation of State, federal or other funds and in no event shall the State be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate or amend the contract immediately upon giving the contractor notice of such termination or amendment.

- 5.8 When delivering services under an approved contract, the contractor shall work under the broad supervision of the NHDOE Contracting Officer for this project.
- 5.9 Unless otherwise deleted or modified by mutual agreement between the State and the contractor, all general provisions contained on the Form P-37 (see **Attachment A**) shall be incorporated into the contract.
- 5.10 The NHDOE expects to award a contract to the successful bidder. Unless there is a change in the program requirements and/or services to be delivered, the cost for this contract shall not exceed the amount bid in response to the **Services to be Provided** section of this RFP. The successful bidder will be required to provide the Department with the following information:

- A recent financial statement, and
- A Certificate of Existence from the Secretary of State's Office

In addition, the successful bidder will need to submit a Certificate of Authority authorizing the company to do business with the State of New Hampshire, Department of Education at the time the contract is signed.

- 5.11 **“Any information submitted as part of a bid in response to this request for proposal (RFP) (or request for bid (RFP) or request for information (RFI) may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP (RFI, or RFB) will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>). Accordingly, business financial information and proprietary information such as trade secrets, business and financials models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response to a request for proposal, bid or information, should be kept confidential as financial or proprietary information, you must specifically identify that information in a letter to the agency.”**

- 5.12 Audit

§200.501 Audit Requirements

(a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

(d) *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

(e) *Federally Funded Research and Development Centers (FFRDC).* Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

(f) *Subrecipients and Contractors.* An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are

subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.

(g) *Compliance responsibility for contractors.* In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.

(h) *For-profit subrecipient.* Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient must describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75887, Dec. 19, 2014]

5.13 Debarment and Suspension

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The bidder/offer or certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offer or/contractor or any lower their participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

5.14 Copyrights

The Department reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Department of Education purposes:

- (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or contract under a grant or subgrant; and
- (b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

6.0 LIMITATIONS ON AMOUNT AND CONTRACT PERIOD

- 6.1 The Department expects to award a three year contract, effective July 1, 2017 or upon Governor & Council approval, whichever is later, to the successful applicant. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall not exceed \$350,000.00 annually or \$1,050,000.00 total for the three year contract period.

7.0 Application Procedures

- 7.1 An original and four (4) identical hard copies of a formal proposal must be received at the Department no later than 4:00pm, Monday, November 28, 2016. Proposals received after this deadline will not be considered for review. Each application shall include a narrative or other directly relevant material as needed to address the areas described in 1.0 and 4.0 of the RFP.

The original documents must be submitted unbound and in such a manner as to facilitate photocopying. The maximum number of points that can be awarded for each area during the rating and selection process is shown below:

- 7.2 This documentation will be evaluated to determine if the applicant has the ability to accomplish the *Services to be Provided* and meets or exceeds the General Requirements. This evaluation will be based on the applicant's ability to provide evidence of the following criteria:
- 7.2.1 **Significance of Project:** Description of bidder's organization capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a program of this type; to include references as applicable. Please identify the specific subsections of 4.0 as they are addressed (see 4.0 General Requirements) (10 points).
 - 7.2.2 **Quality of Services:** Describe how you will accomplish the *Services to be Provided* in 1.0 of this RFP, including activities and strategies that will achieve the desired outcomes. Also identify roles, responsibilities and partners to be involved for the various activities/strategies. Please identify the subsection(s) of the *Services to be Provided* as you address them in your narrative (30 points total).
 - 7.2.1(a) Content knowledge, including but not limited to, knowledge expertise or working knowledge to promote efforts to increase parent leadership and involvement within their schools/districts, their communities and statewide groups to increase resources and outcomes for children with disabilities. Expertise or working knowledge to promote partnerships between schools/districts, parents and family members, and State and community agencies that promote family engagement systems at work.
 - 7.2.2 (b) Technical Skills, including but not limited to: develop and implement research based effective evaluation strategies that support effective family engagement systems; leadership; collaboration; expertise and working knowledge that model effective professional development activities including face time and web-based opportunities.
 - 7.2.3 **Management Plan:** Provide a work-plan, timeline, milestones or benchmarks in accordance with the activities to carry out *Services to be Provided* in 1.0 of this RFP (15 points).
 - 7.2.4 **Personnel and Partners:** Provide a listing of the individuals who will have responsibilities within this proposed project, their titles, qualifications and duties, and the amount of time each will devote to the project. Identify key partners, describe their anticipated participation and provide documentation of their commitment (10 points).
 - 7.2.5 **Adequacy of Resources:** Provide a detailed budget, including budget notes / justification, which clearly explain the relationship between proposed activities and expenditures. The budget should be broken down into three (3) fiscal years: FY'18 (July 1, 2017-June 30, 2018); FY'19 (July 1, 2018-June 30, 2019), and FY'20 (July 1, 2019– June 30, 2020) and not to exceed \$350,000.00 for each year. Indirect costs may not exceed 8% (25 points).
 - 7.2.6 **Evaluation Plan:** Describe your comprehensive plan for the evaluation of the proposed project's activities, effectiveness and impact (10 points).

- 7.3 In order to provide bidders with the opportunity to present a comprehensive response to the RFP, no page limit has been established. Applicants are reminded that successful applications are typically clear, concise, and well organized. It is strongly recommended that applications be organized around the elements listed in section 1.0 and further addressed in the information packet. Supplementary materials may be submitted as part of the application, however, these should be limited to items that substantively explain or expand upon information presented in the basic application. All supplementary materials should be referenced with the basic application. Four (4) sets of any supplementary material should be submitted.
- 7.4 Qualified applicants may be asked to provide the Department with additional written materials or documentation of qualifications, and may be asked to meet with Department Administrators or their designee to discuss their proposal.
- 7.5 Each bidder shall submit, along with the formal proposal, a completed/signed "Alternate W-9 Form" (see **Attachment B**).
- 7.6 Each bidder shall submit, along with the formal proposal, a completed/signed "Cover Page" (see **Attachment C**).
- 7.7 An original and four (4) identical copies of a formal proposal shall be submitted by 4:00pm, Monday, November 28, 2016 to:

Barbara Dauphinais
New Hampshire Department of Education
Bureau of Special Education
101 Pleasant Street
Concord, New Hampshire 03301

8.0 Evaluation of Proposals

All proposals will be reviewed and rated by an evaluation team appointed by the Commissioner of Education. The Department shall be under no obligation to contact bidders for clarification of their proposals, but it shall reserve the right to do so at any time prior to the award of the contract(s). All proposals received by the deadline will be evaluated based on the Application Procedures outlined in this RFP.

The Department reserves the right to interview applicants with the highest average scores for their proposal, but the Department shall be under no obligation to interview applicants. If the Department conducts an interview, it will be done so by a team who will develop structured questions and scoring criteria that will clarify the applicant's ability to fulfill this RFP.

If the Department chooses to award contract(s) relative to this RFP, it shall be to the responsive and responsible bidders that receives the highest total rating as a result of the proposal evaluation and/or interview process.

9.0 Post Submission Deadline

After the submission deadline, the Department will post, on its website, the number of proposals that it received from vendors.

After the Department's review and selection of a vendor, it will post all vendor names and their rank or score five days prior to submission of the Governor and Council contract packet to the Department of Administrative Services.

A vendor questioning the Department's identification of the selected vendor may request that the Department review its selection process. The request shall be in writing and be submitted to the Department within five (5) business days of the posting of the bid results, rank or score.

The Department has five (5) business days to review the request and issue a written response either affirming its initial selection of a vendor or cancelling the RFP. No hearing shall be held as part of the review. The outcome of the Department's review is not subject to appeal.

Enclosures:

Attachment A: P-37 Contract Form

Attachment B: ALT W-9 Form

Attachment C: Cover Page